

VECTOR CONTROL RESEARCH CENTRE (ICMR)

PONDICHERRY - 6.

APPLICATION FOR AVAILING LEAVE TRAVEL CONCESSION ADVANCE

(The application must be submitted one month in advance from the date of journey)

1. NAME :
2. DESIGNATION :
3. Present Pay :
4. Date of entry in ICMR service :
5. a. Name of declared Home Town :
- b. Nearest Railway station to the Home Town (if not connected by rail) :
- c. Distance from Head Quarters by shortest route :
6. Name of the place proposed to be visited (if availing 4 year block) :
- a. Nearest railway station to the place proposed to be visited if not connected by rail :
- b. Distance from Head Quarters by shortest route :
7. The block of 2/4 years for which the concession was last availed of (give here the date of outward Journey performed also) :
8. The block of 2/4 years for which concession is now proposed to be visited. :
9. Details of members of family (including self) with their age and relationship for whom concession is sought for) :

Sl. No.	Name	Age	Relationship
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10. Nature of Leave applied for :
11. if any advance is required for utilising the concession, state the amount with details. :

Note : The advance will have to be refunded forthwith if the outward journey is not commenced within 30 days from the date of grant of advance.

CERTIFICATE

Certified that my wife / husband is / is not employed in the Govt. / Semigovt. / public sector undertaking or any other organisation and is / is not entitled to LTC.

Certified that my children for whom LTC has been utilised are wholly dependent on me :

Certified that the major children for whom LTC has been utilised are not married and employed any where.

Certified that my father / mother for whom LTC has been claimed are wholly dependent on me and that his / her monthly income is Rs.....

Date :

Signature